

SUMMARY OF THE FIFTH ANNUAL MEETING OF THE NATIONAL ENVIRONMENTAL LABORATORY ACCREDITATION CONFERENCE

June 28-July 1, 1999
Saratoga Springs, New York

INTRODUCTION

The National Environmental Laboratory Accreditation Conference (NELAC) held its Fifth Annual Meeting, NELAC V, June 28 - July 1, 1999 at the Sheraton Hotel and Conference Center in Saratoga Springs, NY. The meeting was co-sponsored by the New York State Department of Health and the U.S. Environmental Protection Agency. Approximately 325 individuals participated.

The meeting opened with a plenary session in which perspectives on NELAC and the National Environmental Laboratory Accreditation Program (NELAP) were reviewed. The keynote speaker was Mr. Jay Benforado, EPA Acting Deputy Associate Administrator for the Office of Reinvention. Mr. Charles Peters, from the United States Geological Survey (USGS), presented an overview of current efforts by the Interagency Methods and Data Comparability Board. Final committee sessions in preparation for voting were then held, followed by plenary sessions in which committee reports on their progress and revisions proposed to the NELAC standards were presented to participants. During the voting session, all revisions to the Standards were adopted by the Conference as proposed in committee sessions and floor amendments by more than a 90% majority. The Environmental Laboratory Advisory Board (ELAB) also met in conjunction with NELAC V.

Participants received conference materials at check-in which included a detailed schedule of meeting and a bound copy of proposed changes to the NELAC Standards (dated 4/29/99). Additional proposed changes for proficiency testing (Chapter 2) and quality systems (Chapter 5) were inserted as loose sheets. The On-site Assessment Committee supplied proposed assessor checklists for quality systems, inorganic compounds, titration methods, manual and automated colorimetry, flame and graphite furnace atomic absorption spectroscopy, metals - ICP, volatile organic compounds - GC/MS, extractable organic compounds - GC, asbestos analysis by transmission electron microscopy, and whole effluent toxicity testing. They also supplied a survey to gather participant's opinions about the use of checklists and NELAC training. Other materials were a list of pre-registered participants, a NELAC directory of the Board and committees, a summary of NELAC Board members and committee chairs, a list of members for the NELAC Accrediting Authority Review Board (AARB), a copy of the current NELAC Glossary, a committee nomination form, and a meeting evaluation form.

Registrants included representatives of local and county government, representatives of State and Territorial government, representatives of EPA's Headquarters programs and Regional offices, and representatives of other Federal government organizations. In the private sector, there were representatives from environmental testing laboratories, representatives from laboratory accreditation organizations, and from industry. Other groups attending included consultants, academia, and environmental interest groups.

OPENING PLENARY SESSION

The Fifth NELAC Annual Meeting was opened by Ms. Mourrain, NELAC Director, welcoming participants. She said that the first NELAP-recognized Accrediting Authorities would be announced at this Meeting, and praised everyone for their contributions in achieving a set of working standards.

Keynote Address

Mr. Jay Benforado, EPA Acting Deputy Associate Administrator for the Office of Reinvention, spoke about reinventing environmental regulations and the impact of NELAP. He described the role of EPA as protecting the quality of life for people, or “livability” and asked everyone to think about how their actions fit into the broader range of EPA priorities.

Mr. Benforado said that he recognizes three major achievements for NELAC. First, in just seven years, NELAC has set up a partnership of state and federal agencies, to serve as a standard setting authority. Second, NELAC has completed a full set of laboratory standards. Third, today NELAC has announced the NELAP recognition of the first eleven accrediting authorities which launches the implementation phase. He complimented NELAC on coming a long way.

Mr. Benforado said that the real change will come from “over-the-horizon.” Agenda items include: 1) an integrated approach (air/water/ground); 2) thinking of places in an ecological fashion (such as watersheds); 3) decentralization of regulatory authority; and 4) better information is needed to make better decisions.

NELAC encompasses many characteristics of reinvention. One characteristic is burden reduction and streamlining (e.g., doing away with multiple accreditations). Another characteristic is partnerships. NELAC has accomplished this in an unprecedented manner between government and non-government groups. A third characteristic is flexibility. And fourth is better information, the foundation of which is the quality of data. Through NELAC, we will have increased confidence in environmental data.

Mr. Benforado said that NELAC is important to EPA for many reasons and assured the conference that EPA wants to stay involved. He said that it is good for the government, industry, and the public. He concluded by asking everyone to keep up the good work.

Remarks from the Chair

Ms. Mourrain introduced Dr. Ken Jackson, Chair of the NELAC Board of Directors, and thanked him for hosting the annual meeting. Dr. Jackson then introduced other members of the Board, Ms. Carol Batterton (Past Chair), Dr. James Pearson (Chair-elect), Dr. Charles Brokopp, Dr. Ronald Cada, Ms. Barbara Finazzo, Dr. Gary King, Ms. Sylvia Labie, and Ms. Jackie Sample. He also introduced each of the Committee Chairs.

Dr. David Martin, Deputy Director of the Wadsworth Center, New York State Department of Health, provided a description of New York’s comprehensive program, which includes environmental science, infectious disease, genetics, and education. Dr. Martin also affirmed the program’s commitment to NELAC. He said that New York is excited about hosting the conference this year and welcomed all of the participants.

In his remarks, Dr. Jackson discussed three stages of NELAC development: where it has been, where it is now, and where it is going. He said that this is the fifth annual meeting and we have made remarkable progress. NELAC has a successful formula which includes an unlikely partnership--the cooperation of States, EPA, and laboratories, who are the regulated parties. The States’ goal was to have standards which fit into their regulatory framework. The laboratories needed a level playing field that was not too

restrictive to live with. EPA had oversight responsibility and needed to have confidence in the laboratories' data. Although each party had different needs, they worked together productively. Virtually all the standards have passed almost unanimously, which is an indication that the system works.

Dr. Jackson briefly commented on the rumors that EPA was pulling out of NELAC. He said that on June 8, 1999, the Board of Directors met with Mr. Peter Robertson, Deputy Administrator of EPA, to voice these concerns. He said that the Board wanted to communicate to EPA how excited we all are about NELAC and to help them understand the enormous work and energy which people put into it. Mr. Robertson confirmed EPA's continued support and said that the current administration is not planning a withdrawal strategy. However, Mr. Robertson did encourage the Board to meet with the next administration to communicate the same.

The second stage discussed by Dr. Jackson was where NELAC is at present time. He reviewed some of the highlights of the standing committees. The Program Policy and Structure Committee is proposing an amendment to the bylaws for the creation of a Field Measurements Standing Committee. The Proficiency Testing Committee is proposing a new introductory paragraph to Chapter 2 as a means of assuring that we have a comprehensive set of PT standards (restricted to water) as soon as possible. The Onsite Assessment Committee has distributed checklists in the registration packets (not for vote, but to solicit input). The Accreditation Process Committee has developed standards for including mobile laboratories. Lastly, the Quality Systems Committee is working on addressing the needs of PBMS.

The third stage is where NELAC is going. Dr. Jackson reminded everyone that NELAC is a working conference. While the chairs may choose to entertain other discussions, it is important to keep to the agendas. Written comments are encouraged. Dr. Jackson stressed the importance of the standards voted in at this meeting because they will be the standards used for the next year.

Presentation of First Class of Accrediting Authorities

Before presenting the first class of NELAP-recognized Accrediting Authorities (AAs), the accreditation process was reviewed by Ms. Nancy Wentworth, Director, EPA's Quality Assurance Division. Ms. Wentworth said that 18 months ago, they received accrediting authority applications. The NELAP staff conducted completeness reviews (noting deficiencies), technical reviews, and onsite reviews. The on-site team consisted of state program staff, EPA regional staff (as the lead assessors), with oversight by NELAP staff. To thank each of them, Ms. Wentworth presented each of the state assessors with a certificate of award, letter from Henry Longest, and an official "quality" pin.

Ms. Wentworth and Ms. Mourrain then recognized the first class of Accrediting Authorities. Each of the AAs are listed below, along with the person who accepted recognition on their behalf:

- California, Environmental Laboratory Accreditation Program (Paul Kimsey)
- Colorado Department of Public Health and Environment (Yvonne Herman)
- Florida Department of Health, Bureau of Laboratories (Steve Arms)
- Illinois, EPA, Division of Laboratories, Quality Assurance Section (John Anderson)
- Kansas Department of Health and Environment (Jack McKenzie)
- Louisiana Department of Health and Hospitals (Jeanne Nixon)
- New Hampshire Environmental Laboratory Accreditation Program (Charles Dyer)
- New Jersey, Department of Environmental Protection (Mike Miller)
- New York State Department of Health (Ken Jackson)
- Pennsylvania, Bureau of Labs, Department of Environmental Protection (Richard Sheibley)

- Utah Department of Health (Dave Mendenhall)

It was noted that the NELAP application process is nearly complete for Oregon (Irene Ronning) and they are expected to join the group of NELAP Accrediting Authorities very soon.

NELAC V Highlights

Ms. Betsy Dutrow reviewed some of the highlights of the Meeting. She pointed out that details of the Meeting (times and locations) are included in the registration packets. She asked that participants sign the attendance sheets for sessions and fill out the evaluation forms. Ms. Dutrow reminded participants about the Open Forum which provides an opportunity for everyone to propose issues they would like ELAB to consider. She also reminded them about the banquet at the Gideon Putnam Hotel and the ELAB meeting. She provided details about the upcoming interim meeting and suggested that interested parties make reservations as soon as possible.

Ms. Dutrow discussed the importance of committee membership and encouraged people to participate, saying that “this is the place where the standards are born and molded.” She also mentioned that people are allowed to self-nominate. Ms. Dutrow reviewed the voting procedures. She then presented three new NELAC/NELAP logos, which are the property of EPA. Lastly, she mentioned a paper written by Dr. Gary King which discusses the inclusion of the tribal nations in NELAC. She encouraged anyone interested in this topic to seek out the EPA interns who were at the meeting to obtain a copy.

Overview of National Methods and Data Comparability Board Efforts

Mr. Charles Peters, from the United State Geological Survey (USGS), reviewed the efforts of the National Methods and Data Comparability Board. His objective was to describe the board’s relationship to the Advisory Committee on Water Information (ACWI) and the National Water Quality Monitoring Council (NWQMC); describe the Board workgroup goals, membership, status, and plans; and to solicit comment, direction, and support from NELAC. The goal of this board is “to promote and coordinate the collection of comparable water quality data...” The board consists of seven workgroups: Performance Based Measurement System (PBMS), National Environmental Methods Index (NEMI), Water Quality Data Elements (WQDE), Accreditation, Outreach and Publicity, Biology Measurements, and Nutrient Measurements. The Methods and Data Comparability Board website is located at “<http://wi.water.usgs.gov/pmethods>.”

COMMITTEE WORKING SESSIONS

For two days following the opening plenary session, concurrent working sessions involving all 13 standing, administrative, and ad hoc committees were held. Progress made by each committee, as well as principal unresolved issues (and time frames for addressing them, if defined) are listed below. In keeping with the goals established for the meeting, all working sessions were of an open-forum format; a session typically included committee members, Federal and State representatives, as well as representatives from laboratories, accrediting organizations, industry and the general public. A handout of changes proposed during NELAC V working sessions was made available to participants.

Program Policy & Structure — Chair: Ms. Pauline Bouchard represented by Dr. Marcia Davies

A major highlight of this committee was the preparation of an official NELAC glossary, proposed as Appendix A of Chapter 1. Dr. Davies gave thanks to Mr. Tom McAninch for all his work coordinating the glossary with the other committees. She also thanked Paulene Bouchard, Marlene Moore, and Tito Madrid. The biggest item on the voting agenda was the deletion of references to the Conference Management Committee. Sections of Chapter 1 were also modified to establish the new Field Activities Committee. Future issues include tribal representation (by close of NELAC Vi), continued development of

the NELAC glossary, revision of standards related to the Accrediting Authority Review Board (by close of NELAC Vi), re-examination of the lists of analytes and NELAC scope of accreditation issues (ongoing), and a revision of the section on the use of logos (by close of NELAC Vi).

Proficiency Testing — Chair: Ms. Anne Rhyne

Highlights of this committee include the development of a new Section 2.0, which includes a mechanism to expand the NELAC PT program oversight beyond Water Supply (WS) and Water Pollution (WP) analytes in water. A new Appendix F, Environmental Toxicology, has been added. The scope of Appendix F covers whole effluent toxicology (WET), soils toxicity, and sediment toxicity. Also added was a new Section 2.7.8, process for handling questionable PT samples. There was one unresolved issue, regarding Section 2.7.5, which puts a requirement on the Accrediting Authority to “take action, pursuant to Chapter 4, within 60 calendar days to determine the accreditation status...” Ms. Rhyne will coordinate with Chapters 4 and 6 to resolve this issue as soon as possible. Future plans of the committee are to continue to define analytes and acceptance criteria for solid matrices (by NELAC VI) and develop acceptance criteria for analytes in water outside the scope of WS/WP (by NELAC Vi).

On-site Assessment — Chair: Mr. Steve Baker

The committee announced that the pre-assessment and quality systems checklists are almost done. Other highlights of the committee were the 15 draft checklists, 4 training outlines, training course outlines, and mission statement for auditor training. Unresolved issues include the approval of checklists, use of checklists until they are approved, approval of training, and implementation of training. Future plans include consideration of changes to Chapter 3 (9/15/99), further development of training outlines (11/15/99), evaluation of checklist structure (11/15/99), and consolidation of checklists (11/15/99).

Accreditation Process — Chair: Ms. Margaret Prevost

Substantive issues dealt with by this committee include personnel qualifications (Section 4.1.1), specifically the exemption of educational requirements by a grandfather clause for the same field of testing. Other issues are on-site assessments as they relate to mobile laboratories (Section 4.1.2), simplification of the certificate of compliance (Section 4.1.9), and changes in fields of testing (Section 4.6.2). The committee had one unresolved issue which was to define the relationship between mobile laboratories and field testing. Future plans are to clarify language regarding what constitutes individual sites (10/15/99), reorganize Chapter 4 (10/15/99), and develop consistency in reasons for denial, suspension, and revocation of laboratory accreditation (10/15/99).

Regulatory Coordination — Chair: Dr. Carl Kircher

Highlights of this committee included a report on Draft ISO 17025 impacts to NELAC, which will be provided to the Quality Systems and Field Activities Committees, and EPA’s April 1999 Regulatory Agenda, for which highlights will be posted on the NELAC Internet site. The committee’s unresolved issues are the complete scope of fields of testing to be offered under NELAC and the infrastructure necessary for implementation. One future plan will be the review of EPA’s October 1999 Regulatory Agenda.

Accrediting Authority — Chair: Mr. John Anderson

Mr. Anderson reported that there had been many constructive discussions regarding Management System Review (MSR) of the process for recognizing accrediting authorities under NELAP, however this is still unresolved. The committee plans to meet with the Program Policy and Structure committee to discuss proposed language for AARB appointments and responsibilities regarding MSR (by 9/1/99).

Quality Systems — Chair: Mr. Joe Slayton

Highlights of the committee included: the addition of the committee's Guiding Principle #5, on the appropriate use of data; the development of format and template for comments and response; and major rewrites of sections on calibration (5.9.4), detection limits (D.1.4), air testing (new D.5), demonstration and capability (5.6.2, 5.10.2.1, and Appendix C). Unresolved issues include clarification on "outside source"/second source/"independent source" of reference material; subcontracting of environmental analyses versus "services" (e.g., balance maintenance and reagent/media tests); and revisiting some of the examples which were added for clarity, but seem to be causing confusion instead. Future plans are to track with ISO 17025 and PBMS, clarify the standards about demonstration of capability as it relates to laboratory capability and analyst proficiency, remove redundancy and streamline the standards, clarify chain of custody versus sample tracking, and work on toxicity testing and radiochemistry.

Transition — Co-chairs: Ms. Carol Batterton and Dr. Charles Brokopp

In order to remain cognizant of the status of the newly recognized NELAP accrediting authorities, Ms. Jeanne Mourrain plans to have regular meetings/teleconferences with them. Scopes of accreditation should be ready to post on the NELAC website soon. The plan for initial assessor training is unresolved, but the committee plans to take action by 9/1/99. The results of an informal survey showed that geography will be the primary driver in determining where laboratories will apply for accreditation.

Future plans include developing a policy on the effective date for initial PTs (A.S.A.P.). Part of this was handled by Chapter 2, however the cut-off date has not been determined. Initial inspections must be completed before July 2000. Other future plans include making a recommendation to the Program Policy and Structure Committee to clarify final authority over disputes about interpretation of the standards (7/15/99), and developing a policy on reciprocity (12/1/99).

Conference Management — Chair: Ms. Marion Thompson

The Conference Management Committee is no longer necessary. Therefore, abolishment of the committee will be put to vote at this meeting.

Membership and Outreach — Chair: Dr. Irene Ronning

Because there is no budget for outreach, the NELAC website has become an important and useful tool. NELAC meeting announcements, standards, FAQs, and teleconference minutes are posted on the website, as well as presentation materials for those who want to use them. Possible additions include: a list of accrediting authorities, a calendar showing events and important dates, a glossary of terms, and historical information to help document important decisions and why they were made. The committee plans to make recommendations to NELAP on reorganizing the website to make it more manageable and easier to use. They also intend to update the presentation materials based on results from the annual meeting, such as changing references from ISO 25 to ISO 17025. FAQs will be further developed and a PowerPoint reader will be made available for download from the NELAC website for viewing presentation materials. The committee also plans to assist small laboratories in obtaining NELAC accreditation by providing information on the website and requesting aid from state representatives and EPA.

National Database — Chair: Mr. Matthew Caruso

The committee resolved that any database entry error will be the responsibility of the primary accrediting authority. All database changes are automatically emailed to primary and secondary accrediting authorities and laboratories. The committee has reviewed the database development to date. They have reviewed and re-affirmed the concept that the database contain current information about a laboratory and have rejected the idea of including in the database, all information collected by the accrediting authorities in their application. How the database will handle PBMS is unresolved. The answer and action must be held until PBMS becomes a reality. The committee will continue cooperation with the database contractor to resolve detail issues.

Field Measurements and Sampling — Chair: Dr. Bart Simmons

The primary issues of this committee dealt with the possible transition to a standing committee, called the Field Activities Committee. The creation of the new standing committee will be voted upon during this meeting of the conference. The committee also discussed priorities for field measurement standards, an outline for source emission standards, and sampling problems. Source emission standards are a high priority for EPA's Office of Air, so the committee will try to have draft standards ready for the interim meeting. They intend to focus on identifying the kinds of sampling problems that exist before writing the standards. Other unresolved issues include: the structure of field measurements standards (11/1/99), priorities and scope for other field measurement standards (12/1/99), a temporary facility definition (12/1/99), and sampling standards (ongoing).

Nominating — Chair: Ms. Carol Batterton

Nominees for the NELAC Board of Directors (members at-large) are Dr. Paul Kimsey, from the California Department of Health Services, and Ms. Anne Rhyne, from the Texas Natural Resource Conservation Commission. The nominee for Chair-Elect is Dr. Charles D. Brokopp, from the Utah Department of Health. The new Chair is Dr. Jim Pearson, from the Virginia Department of General Services, Division of Consolidated Laboratory Services.

CLOSING PLENARY SESSION

Dr. Ken Jackson, the Board of Directors Chair, convened the closing plenary session for the Fifth Annual Meeting of NELAC. In this session, each committee Chair presented a brief activity report for his or her group (see above). Chairs of the standing committees presented proposed changes to the NELAC Standards and the administrative and ad hoc committee Chairs summarized their activities. These committee summary reports included the highlights of discussions in the committee sessions, an itemization of unresolved issues, future plans, and timetables for completion of those plans.

Dr. Jackson also commented that the ELAB meeting on Wednesday had the largest attendance ever. He said that ELAB's charter is to give consensus advice to EPA and NELAC. Future issues for ELAB include: PBMS, conflict of interest issues, Department of Transportation shipping requirements, preservation, third party assessors, small laboratories, and matrices other than water. Dr. Jackson said that ELAB had no opposition to any of the committees' proposed changes and that ELAB recommended the adoption of all standards.

VOTING SESSION

Ms. Betsy Dutrow opened the voting session with a review of the voting rules for NELAC participants. She also asked that comments be limited to one per issue, no longer than 60 seconds each. Dr. Ken Jackson then led the voting session. He noted that all votes will be by show of hands, and will be counted individually. Voting issues are summarized below. The detailed voting record follows as an attachment.

Constitution and Bylaws and Chapter 1

Dr. Marcia Davies, co-Chair of the Program Policy and Structure Committee, introduced the voting agenda for the Constitution and Bylaws, and Chapter 1. Dr. Davies reviewed the committee's recommendations moved the adoption of Issue #1: adoption of the proposed changes to the Constitution and Bylaws, the main points of which were dissolution of the Conference Management committee and provision for addition of new committees, of which Field Activities is the first. There was no discussion on this issue.

Issue 1: all proposed changes to the NELAC Constitution and Bylaws. The vote passed.

Dr. Davies then reviewed the committee's proposed changes to Chapter One, including the addition of the Glossary as Appendix A. Following discussion, she accepted the suggestion that the committee review the correct legal definitions of government and private sector laboratories for subsequent inclusion in the glossary. She noted a change proposed during NELAC V working sessions to section 1.6.2 which makes the Environmental Laboratory Advisory Board (ELAB) an entirely private-sector advisory body, consistent with its new charter. She then moved adoption of Issue #2, as follows:

Issue 2: all proposed changes to Chapter One of the NELAC standards, except as noted above. The vote passed.

Chapter 2

Ms. Anne Rhyne, Chair of the Proficiency Testing committee, presented the voting agenda for Chapter 2. She reviewed the committee's first voting issue; there was no discussion. She then moved adoption of Issue #3, as follows:

Issue 3: all proposed changes to Chapter Two of the NELAC standards, including those in Appendices A-F. The vote passed.

Ms. Rhyne then reviewed the committee's proposal for adoption of Appendix E, Environmental Toxicology; there was no discussion. She then moved adoption of Issue #4:

Issue 4: the committee's proposal of Appendix E, Environmental Toxicology to Chapter Two of the NELAC standards. The vote passed.

Chapter 3

Mr. R. Wayne Davis, past-chair of the Onsite Assessment committee, presented the voting agenda for Chapter 3. He reviewed the committee's first issue; there was no discussion. He then moved adoption of Issue 5:

Issue 5: the committee's proposal for sections 3.2.1, 3.2.3, 3.3, 3.5, and 3.5.3. The vote passed.

Mr Davis reviewed the committee's next issue; following discussion, he accepted wording changes proposed from the floor. He then moved adoption of the revised Issue 6:

Issue 6: the committee's proposal for section 3.3.2, with the following wording change: "... any follow-up assessment that is planned or conducted should be completed and reported within thirty (30) calendar days after the receipt ...". The vote passed.

Mr. Davis reviewed the committee's next issue; following discussion, he accepted wording changes proposed from the floor. He then moved adoption of the revised Issue 7:

Issue 7: the committee's proposal for section 3.5.6 as proposed, with the following wording change: must present an assessment report to the laboratory within thirty (30) calendar days. The vote passed.

Chapter 4

Ms. Margaret Prevost, chair of the Accreditation Process committee, introduced the voting agenda for Chapter 4. She reviewed the committee's first issue; there was no discussion. She then moved adoption of Issue 8:

Issue 8: the committee's proposal for sections 4.1.1, 4.1.9, and 4.6.2. The vote passed.

Ms. Prevost then reviewed the committee's next issue, for sections 4.1.2.b (Mobile Laboratories) and 4.1.2.c (Auxiliary Mobile Laboratories). Following discussion, she chose to include only the first in current voting. She then moved adoption of Issue 9:

Issue 9: the committee's proposal for section 4.1.2.b (Mobile Laboratories). The vote passed.

Chapter 5

Mr. Joe Slayton, chair of the Quality Systems committee, introduced the voting agenda for Chapter 5. Following this introduction, a motion was made and seconded to amend the proposal for section 5.9.4.2.2.e, which was voted on as Issue 10:

Issue 10: to amend section 5.9.4.2.2.e to include the wording "of different concentrations". The vote was defeated.

Additional discussion on section 5.9.4.2 resulted in a motion to amend the proposal, was seconded and voted on as Issue 11:

Issue 11: that the word "mandated" be stricken from this section. The vote was defeated.

Mr. Slayton then reviewed the committee's proposed revision to section 5.9.4, the separation of 5.9.4.2.2.i for separate vote, and the addition noted below:

Issue 12: section 5.9.4, adding the phrase to section 5.9.4.2.2.e "If the laboratory has not demonstrated acceptable performance, the additional sample analysis shall not occur". The vote passed.

Mr. Slayton then reviewed section 5.9.4.2.1.i. With proposed additions it was introduced as Issue 13:

Issue 13: section 5.9.4.2.1.i, modified as follows: "If a reference or mandated method does not specify the number of calibration standards, the minimum number is two, not including blanks". The vote passed.

Mr. Slayton then focused on the committee's proposal for adoption of Appendix D.1.4 (Detection Limit), noting changes proposed during NELAC V working sessions:

Issue 14: Appendix D.1.4 (Detection Limits) as noted in the distributed materials. The vote passed.

Mr. Slayton then presented Appendix D.5 (Air Testing) in which sections D5.1 - D5.8 are all new, and changes made during NELAC V working sessions for vote as Issue 15:

Issue 15: Appendix D.5 (Air Testing), as noted in the distributed materials. The vote was defeated.

Mr. Slayton then presented the committee's recommended changes to Appendix C and the associated sections of the chapter (5.10.2.1 and 5.6.2), including changes made during the NELAC V working sessions as Issue 16:

Issue 16: Appendix C (Demonstration of Capability) and sections 5.10.2.1, 5.6.2. The vote passed.

Mr. Slayton then presented the committee's recommended changes, including those proposed during NELAC V working sessions, to section 3 of Appendix D (Microbiology); there was no discussion and he presented it as Issue 17:

Issue 17: Appendix D.3 (Microbiology Testing) and associated changes to sections 5.10.2.1 and 5.6.2. The vote passed.

Mr. Slayton then presented the committee's recommendation to remove the glossary from chapter 5, since the conference has approved the inclusion of the glossary as Appendix A to chapter One (see Issue 2). There was no discussion and he presented Issue 18 for voting:

Issue 18: removal of Appendix B (Glossary) from Chapter 5. The vote passed.

Mr. Slayton then presented the next issue, including minor changes to sections 5.1 (scope), 5.4.2.e, 5.5.2 (editorial changes), 5.5.3.2 (managerial review), 5.5.4 (essential quality control), and 5.5.3.1 (internal audits) noted in the handouts to participants. There being no discussion, he moved adoption of the proposed changes as issue 19:

Issue 19: adoption of proposed changes to sections 5.1, 5.4.2.e, 5.5.2, 5.5.3.2, 5.5.4, and 5.5.3.1. The vote passed.

Mr. Slayton then presented the committee's recommendations on ethics and the related changes to sections 5.5.2.u (quality manual), 5.6.2.c, and 5.6.2h (lab management responsibilities), and replacement of the term "fraud" with "improper, unethical, or illegal actions". He moved the adoption of these recommendations as issue 20:

Issue 20: adoption of proposed changes to sections 5.5.2.u, 5.6.2.c, 5.6.2.h and replacement of the term "fraud" with "improper, unethical, or illegal actions". The vote passed.

Chapter 6

Mr. John Anderson, chair of the Accrediting Authority committee, introduced the voting agenda for Chapter 6. He reviewed changes proposed by the committee, including those made during the NELAC V working sessions. He moved the adoption of all proposed changes, excepting that in section 6.3.3.1.1.d as issue 21:

Issue 21: adoption of all proposed changes, excepting section 6.3.3.1.1.d. The vote passed.

Mr. Anderson then presented section 6.3.3.1.1.d, as proposed in the participant's packets as issue 22:

Issue 22: adoption of section 6.3.3.1.1.d as proposed. The vote passed.

This ended the scheduled voting agenda.

A motion was then made from the floor that the phrase "prior to July 1, 2000" be removed from section 6.5.a. It was seconded, and following discussion voted on as issue 23:

Issue 23: to delete the phrase "prior to July 1, 2000" from section 6.5.a.. The vote was defeated.

Ms. Marge Prevost, chair of the Accreditation Process committee, proposed deletion of sections 4.1.2.c (auxiliary mobile labs), 4.1.2.f (on-site assessments), 4.1.3 (Corrective Action Reports in Response to On-site Assessments), and 4.1.8 (Change of Ownership and/pr Location of Laboratory). She also proposed modifications to sections 4.1.4, 4.1.5, 4.1.6, 4.2, 4.4.3 and additional wording in sections 4.5.1 and 4.5. She moved adoption of these changes as issue 24:

Issue 24: deletion of sections 4.1.2.c (auxiliary mobile labs), 4.1.2.f (on-site assessments), 4.1.3 (Corrective Action Reports in Response to On-site Assessments), and 4.1.8 (Change of Ownership and/pr Location of Laboratory) modifications to sections 4.1.4, 4.1.5, 4.1.6, 4.2, 4.4.3 and additional wording in sections 4.5.1 and 4.5. The vote passed

This concluded the voting session. Dr. Jackson thanked the conferees for their participation and adjourned the Fifth NELAC Annual Meeting.